



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES

July 17, 2008

Approved
10/16/2008

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Diana Baumbauer, <i>Co-Chair</i>	Carla Bailey	None	James Stewart
Al Ballesteros	Michael Green			Craig Vincent-Jones
Anthony Bongiorno	Robert Sotomayor			Nicole Werner
Mike Johnson				
Ted Liso				
Dean Page				
Natalie Sanchez				

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- 1) **Agenda:** Operations Committee Agenda, 7/17/2008
- 2) **Minutes:** Operations Committee Meeting, 1/17/2008
- 3) **Minutes:** Operations Committee Meeting, 3/20/2008
- 4) **Minutes:** Operations Committee Meeting, 5/15/2008
- 5) **Minutes:** Operations Committee Meeting, 6/19/2008
- 6) **Roster:** Los Angeles County Commission on HIV, 6/06/2008
- 7) **Matrix:** Commission on HIV Nominations Scoring, 4/11/2008
- 8) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 9) **Commissioner Application:** Al Ballesteros, 6/18/2008
- 10) **Commissioner Application:** Michael Johnson, 6/25/2008
- 11) **Commissioner Application:** Manuel Negrete, 7/17/2008
- 12) **Commissioner Application:** Dean Page, 8/07/2008
- 13) **Memorandum:** Standards of Care (SOC) Committee Guidelines for Nomination of Non-Commission Committee Members, 12/06/2008
- 14) **Non-Commissioner Application:** Jenny O'Malley, 6/17/2008
- 15) **Agenda:** Commission on HIV Latino/a Membership Recruitment Meeting, 7/11/2008
- 16) **Matrix:** Assessment of the Administrative Mechanism Recommendation Follow-Up Status, 7/16/2008
- 17) **Memorandum:** SPA #1 Consumer "Meet the Grantee" Meeting Summary, 7/07/2008

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 1:00 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the January 17, 2008 Operations Committee meeting minutes (*Passed by Consensus*).
MOTION #3: Approve the March 20, 2008 Operations Committee meeting minutes (*Passed by Consensus*).
MOTION #4: Approve the May 15, 2008 Operations Committee meeting minutes (*Passed by Consensus*).
MOTION #5: Approve the June 19, 2008 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PARLIAMENTARY REMARKS:** There were no comments.

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5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:** The committee agreed to cancel the August meeting due to conflicting out-of-town schedules.
9. **OPEN NOMINATIONS PROCESS:**
 - A. **Member Nominations:**
 - The Committee reviewed and scored the following membership applications: Al Ballesteros, Mike Johnson, Manuel Negrete and Dean Page (Committee members whose applications were reviewed left the room for the scoring process).
 - The Committee agreed to forward Mr. Ballesteros', Mr. Johnson's and Mr. Negrete's applications to the August 14, 2008 Commission meeting.
 - The Committee also reviewed the application of **Jenny O'Malley** for a non-Commission Committee membership appointment to the Standards of Care (SOC) Committee, and concurred that her nomination met the SOC Committee's criteria for membership.
 - MOTION #6 (Johnson/Liso):** Nominate Al Ballesteros to the Board District #1 seat (*Passed by Consensus*).
 - MOTION #7 (DeAugustine/Liso):** Nominate Michael Johnson to the Consumer District #4 seat (*Passed by Consensus*).
 - MOTION #8 (DeAugustine/Johnson):** Nominate Manuel Negrete to the Consumer SPA #4 seat (*Passed by Consensus*).
 - B. **Latino Recruitment:**
 - Mr. Ballesteros and Ms. Sanchez reported on the recent Latino Membership Recruitment meeting hosted at Supervisor Molina's office. Fifteen representatives of local AIDS service providers participated, including: AltaMed, AHF, APLA, Bienestar, and Childrens' Hospital.
 - Mr. Vincent-Jones described the need for increased Latino participation on the Commission not only to meet federal requirements, but also to ensure adequate diversity and the reflection of HIV-related needs in the community. Latino consumer membership is especially needed.
 - The group suggested several improvements to training, mentorship, recruitment materials and to make the Commission more inviting. They also suggested a membership recruitment event on October 15, 2008 at the East Los Angeles library, to which they would each bring one or two new potential Commission members.
 - Mr. Johnson suggested encouraging potential candidates to attend not one, but several, Commission meetings before applying. He explained that the Commission is a high functioning level of government that can be intimidating because of its natural complexity, the emotional issues addressed, and the judgment skills required. He felt it important to strongly stress mentoring to help people develop the necessary skill level.
 - Mr. Vincent-Jones noted the Consumer Caucus had chosen to generally restrict meetings to Commissioners except for the open quarterly meeting, but had agreed that consumer Commissioners might occasionally bring a guest with the proviso that they are mentored at the Caucus.
 - ➡ Coordinate letters – one thanking attendees and reminding them of their commitment to bring prospective applicants to the October 15th meeting, and a second to providers advising them of the October 15th meeting.
 - ➡ Produce a one-page English/Spanish recruitment flyer/fact sheet.
 - ➡ Present a short orientation for new Commissioners before each Commission meeting by the Parliamentarian.
10. **COMPREHENSIVE TRAINING:** Mr. Vincent-Jones said there was a meeting with Provider Support Services. The matrix has been flushed out and would be finalized in the near future. Existing trainings, versus what need to be developed, can then be inventoried.
11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**
 - Craig Vincent-Jones reported that he is submitting a purchase order for Marc Hauptert & Associates to perform the Year 17 Assessment of the Administrative Mechanism (AAM) with a special focus on the acceptance and distribution of Minority AIDS Initiative (MAI) funding.
 - The Committee also resumed its quarterly practice of monitoring the status of prior years' AAM recommendations. Mr. Vincent-Jones presented the recommendation matrix and reported that he and OAPP updated the information. The Committee postponed the review until its September meeting in order to ensure that OAPP representation could be present.

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12. CONSUMER CAUCUS:

- Mike Johnson reported that the Consumer Caucus had produced a summary of the consumer feedback/recommendations from the June 18 Consumer Caucus “Meet the Grantee” meeting in Antelope Valley. The Caucus agreed to format the recommendations in a matrix (similar to how the AAM recommendations are presented) and forward it to OAPP for comment and feedback. Once OAPP’s comments and feedback have been incorporated, the Caucus will monitor the status of the recommendations on an ongoing basis. The Caucus intends to create a similar matrix for every SPA after each “Meet the Grantee” meeting.
- He also reported that the Consumer Caucus considered more frequent “Meet the Grantee” meetings, but decided against greater meeting frequency in order to give OAPP adequate time to respond. The Caucus also felt that the only equitable way to proceed was to schedule the quarterly meetings in numerical order by SPA. As a result, the next “Meet the Grantee” meeting would be scheduled for SPA #2 in September. The Caucus felt that since the meetings are open to all consumers, consumers have the opportunity to raise issues of extreme concern or challenge at any of the meetings.

13. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.

14. **COMMISSION OPERATIONS:** The item was postponed.

15. **ORDINANCE REVISIONS:** The item was postponed.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

17. **COMMUNITY RELATIONS:** The item was postponed.

18. **POLICIES AND PROCEDURES:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

20. **ANNOUNCEMENTS:** There were no announcements.

21. **ADJOURNMENT:** The meeting was adjourned at 2:45 pm.